



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 1100.4B
N121

14 JAN 2003

COMNAVRESFOR INSTRUCTION 1100.4B

Subj: ENLISTED DRILLING NAVAL RESERVE INCENTIVE BONUS PROGRAMS

Refs: (a) Chapter 5, Title 37, U. S. Code, Section 308e
(b) Chapter 5, Title 37, U. S. Code, Section 308i
(c) Chapter 5, Title 37, U. S. Code, Section 308b
(d) DoD Instruction 1205.21 of 20 Sep 99
(e) COMNAVRESFORINST 1001.5D

1. Purpose. To provide program policy, administrative procedures, formats and direction to effectively manage and administer the Naval Reserve Enlisted Bonus Programs per references (a) through (e). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1100.4A, COMNAVRESFOR NEW ORLEANS LA 041100Z Apr 00 (ALNAVRESFOR 13/00), COMNAVRESFOR NEW ORLEANS LA 051100Z Jan 01 (ALNAVRESFOR 002/01), and COMNAVRESFOR report control symbol COMNAVRESFOR 7220-4.

3. Scope. This instruction applies to Drilling Naval Reservists.

4. Discussion. Effective immediately this instruction will be used to administer the enlisted bonus programs to Naval Reservists.

5. Administration and Maintenance. Commander, Naval Reserve Force (COMNAVRESFOR (N12)) is responsible for the administration and maintenance of this instruction. Submit recommendations for changes, together with supporting data to COMNAVRESFOR (N12) via the chain of command, on a continuing basis.

6. Exhibits. Exhibits can be found in appendix A.

7. Action. Addressees will ensure widest dissemination and implement this instruction.

8. Reports. The following reports contained in paragraphs 104c(5) and (6) are authorized for 3 years from the issue date of this directive:

a. Incentive Program Suspension Report, COMNAVRESFOR report symbol 7200-2.

b. Incentive Program Termination Report, COMNAVRESFOR report symbol 7200-3.

L. A. Dozier
L. A. DOZIER
Chief of Staff

Distribution: (See next page)

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Distribution: (COMNAVRESFORINST 5218.2C)

List A, B, C, D

E1 (21A1, 21A2, 24A1, 24A2, 24D2 only)

E2 (26C1 only)

E3 (50A, B2A only)

E6 (FJA8 only)

E8 (FT78 only)

F

Changes will be issued as necessary. Insert changes upon receipt and record changes in the spaces provided.

[illegible]

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CROSS REFERENCE (LOCATOR) SHEET

DIRECTIVE:

DATE OF DIRECTIVE:

SUBJECT:

SEE (where publication is maintained):

REMARKS:

Signature of Receipt:

Date:

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- Exhibit 3 Written Agreement For The Naval Reserve A-EXE-3
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Chapter 1

Responsibilities

101. COMNAVRESFOR will:

- a. Manage and establish policy for the program.
- b. Monitor participation, attrition, and recoupment per current directives and budget constraints.
- c. Provide participation and attrition data to COMNAVRESFOR (N11), Enlisted Community Managers to evaluate program effectiveness as a manpower management tool.
- d. Determine incentive bonus eligible specialties and publish via Semi-Annual Incentive Bonus Eligibility Policy message.
- e. Evaluate and document the effectiveness of the incentive bonus program on improving enlisted manning.
- f. Propose funding or policy changes, as necessary, to meet current and future manning requirements.

102. Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM) will ensure Recruiting Area Commands and activities are familiar with all provisions of this directive as they apply to potential bonus eligible recruits.

103. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) and Commander, Naval Air Force Reserve (COMNAVARES) will ensure subordinate commands are in compliance with all provisions of this instruction.

104. COMNAVRESFORCOM will:

- a. Administer the execution of the incentive bonus program for the Naval Reserve Force.
- b. Provide guidance to the Naval Reserve Force regarding the administrative procedures for processing applications to establish, suspend, and terminate eligibility for incentive bonus programs.

c. Require echelon IV and V commanders/commanding officers/officers in charge to designate in writing, a Command Incentive Bonus Program Coordinator. The coordinator shall be an E6 or above, with a minimum of 12 months remaining on board when designated. An E5 may be designated in circumstances where an E6 or above is not assigned to the command. Command Incentive Bonus Program Coordinator will:

- (1) Become fully familiar with this instruction.
- (2) Determine member's incentive bonus program eligibility and forward applicable documentation to COMNAVRESFORCOM (N112) for eligibility establishment.

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Chapter 2

General Program Guidance

Note: The Naval Reserve Enlisted Incentive Bonus program is a tool used to recruit and retain members serving in critical ratings and specialties. There are three types of enlisted incentive bonuses, they are, Affiliation, Prior Service, and Reenlistment/Extension. The following general information is germane to each type. Specific bonus type information is addressed in subsequent chapters of this instruction.

201. Maximum Years of Total Federal Military Service. A member cannot have more than 14 years of Total Federal Military Service as calculated from their Pay Entry Base Date (PEBD).

202. Maximum Number of Years A Bonus May Be Paid. The maximum cumulative number of years for which a particular bonus may be paid is 6 years. Specifically, a member may receive one 6-year Reenlistment/Extension or Prior Service bonus or two consecutive 3-year Reenlistment/Extension or Prior Service bonuses.

203. Multiple Bonus Entitlement

a. Affiliation Bonus. A member may receive only one Affiliation Bonus in the Selected Reserve. Upon completion of the Affiliation Bonus obligation period, a member may be eligible for a Reenlistment/Extension Bonus.

b. Prior Service Bonus. A member may receive only one Prior Service Bonus in a Reserve Component for a cumulative period of up to 6 years. When the Prior Service bonus obligation period is completed, a member may be eligible for a Reenlistment/Extension bonus for a cumulative period of up to 6 years.

c. Reenlistment/Extension Bonus. A member may receive only one Reenlistment/Extension bonus for a cumulative period of up to 6 years.

204. Extensions and Reenlistments

a. Personnel may extend their enlistment for the purpose of establishing bonus eligibility. Such extensions, however, may not be executed more than 90 days prior to their Expiration of Service (EOS).

b. Personnel may reenlist for the purpose of establishing bonus eligibility. Such reenlistments, however, may not be executed more than 12 months prior to their EOS.

205. Administrative Reduction-in-Rate. A voluntary administrative reduction in rate cannot be used to gain eligibility for an Affiliation or Reenlistment/Extension Bonus. However, it may be used to gain eligibility for a Prior Service Enlistment bonus if there are no recruiting reservations for the member's present permanent rate.

Note: Members that accept this voluntary reduction-in-rate cannot request to have their rate reinstated once affiliated.

206. Authorized Periods of Nonavailability. COMNAVRESFOR (N12) may authorize a period of nonavailability of up to 1 year (not cumulative time)

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for a valid reason (i.e., temporary work conflict, documented personal hardship), following a period of satisfactory Drilling Reserve participation. Members will be transferred to the Individual Ready Reserve (IRR), suspended from the incentive bonus program and they shall not receive any incentive payments during the period of suspension.

Note: Only one authorized period of nonavailability is permitted during the qualifying contractual agreement.

207. Reestablishing Eligibility after A Period of Authorized Nonavailability.

a. A member must return to a Drilling Reserve status prior to the expiration of the authorized period of nonavailability. If a member does not return before the expiration date, eligibility for the incentive bonus will be terminated and recoupment action initiated, as appropriate.

b. Upon return, a member must extend their enlistment to equal, or exceed, the duration of the period of authorized nonavailability. If a member refuses to extend their enlistment, their eligibility for the incentive bonus will be terminated and recoupment action initiated, as appropriate.

c. Bonus payment entitlement will resume on the following anniversary date of satisfactory, creditable service in the Drilling Reserve.

208. Authorized Absence (AA). Assignment of AA's does not impact incentive entitlement. Members shall maintain eligibility for bonus entitlement during the period that AA's are assigned. Assignment of AA's shall be per reference (e) and will not be used as a substitute for nonavailability periods defined in paragraph 6 above.

209. Satisfactory Participation. Continued eligibility for anniversary incentive payments is contingent upon satisfactory participation per reference (e).

210. Presidential Reserve Call-up (PRC), Active Duty for Special Work (ADSW), Active Duty for Training (ADT), and Full/Partial Mobilization. Personnel who meet the eligibility criteria contained in chapter 5 of this instruction, and reenlist while serving on a period of PRC, ADSW, ADT, or Mobilization of 179 days or less are eligible to apply for the Reenlistment/Extension Bonus. Initial payment authorization, however, will not be processed until the member returns to a Drilling Reserve status.

211. Termination and Recoupment. Failure to complete the terms of the obligation, for any reason other than those listed below, will result in termination of bonus entitlement. Members that are terminated will not be eligible to receive any further payments, and may be subject to recoupment of a pro-rata amount of the bonus received.

a. The following are the conditions affecting participation that will not result in entitlement termination:

(1) Member voluntarily accepts assignment to ADSW, ADT, or mobilization for a period of 179 days or less, and returns to a Drilling Reserve status within 30 days after release from that period of ADSW, ADT, or mobilization.

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(2) Member is involuntarily ordered to active duty under a PRC and returns to a Drilling Reserve status within 30 days after release from active duty.

b. The following are conditions affecting participation under which entitlement will be terminated, but for which the member will not be subject to recoupment:

(1) Member accepts an appointment as an officer in the Ready Reserve, and has served more than 1 year of the incentive contract term.

(2) Member accepts a military technician or Active Guard and Reserve (AGR) position in another Reserve component, when membership in that component is a condition of employment, and the member has served at least 6 months of the bonus contract following receipt of initial payment.

(3) Member is involuntarily separated from the Drilling Reserve as a result of unit deactivation, directed relocation, reorganization, manpower retention policy, or Department of Defense (DoD) directed reduction in the Drilling Reserve Force.

(4) Member accepts assignment on ADSW or ADT for a period of more than 179 days, or as a result of multiple periods of ADSW or ADT serves in that capacity for more than 179 days in any 12-month period.

(5) Member suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct.

c. The following are conditions affecting participation for which entitlement will be terminated, and the member will be subject to recoupment of a pro-rata amount of the bonus received by the government.

(1) Member is an unsatisfactory Inactive Duty Training (IDT) participant, does not perform required Annual Training (AT) or does not receive an approved AT waiver.

(2) Member voluntarily stops serving in the rating or specialty in which bonus eligibility was established, unless authorized continued bonus entitlement by COMNAVRESFOR (N12).

(3) Member refuses or fails to extend their term of service for a period of authorized nonavailability.

(4) Member suffers injury, illness, or other impairment, which is the result of his or her own misconduct.

(5) Upon completing a period of ADSW, ADT, or mobilization of 179 days or less, the member fails to return to a drilling status within 30 days after release from that period of ADSW, ADT, or mobilization.

(6) Member is involuntarily ordered to active duty under a PRC but does not return to drilling status within 30 days after release from active duty.

(7) Member enrolls in an authorized officer-commissioning program receiving a stipend.

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(8) Member separates from the Drilling Reserve for any reason (including enlistment or voluntary order to active duty and reaching High Year Tenure (HYT) limits); other than by death, injury, illness or other impairment not the result of his or her own willful misconduct.

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Chapter 3

AFFILIATION BONUS

301. Applicability. Applicable to members that affiliate in the Drilling Reserve for the remainder of their initial Military Service Obligation (MSO) in eligible ratings or specialties listed in the current Semiannual Incentive Bonus Eligibility Policy message, and that meet all other program eligibility requirements.

302. Eligibility. Member must:

a. Affiliate with the Drilling Reserve for the remainder of their initial MSO in a permanent rating or specialty that is approved for bonus entitlement, and

b. have satisfactorily completed their term of obligated active duty service. Where separated from active duty under honorable conditions, and have a Reserve obligation under Section 651 of 10 U.S.C., and

c. have not previously received an affiliation bonus for service in the Drilling Reserve, and

d. have not been affiliated in the Drilling Reserve during any period of time in the 180 days before application.

303. Obligation

a. Execute a NAVRES Written Agreement 1-1. (See Exhibit 1)

b. Serve satisfactorily in the Drilling Reserve per reference (e), for the entire period of remaining MSO.

c. Serve in the Drilling Naval Reserve and in the same rating or specialty for which affiliation bonus authorization was approved.

304. Entitlement

a. Total affiliation bonus entitlement is computed by multiplying the number of whole months (disregard extra days) remaining on a members initial MSO upon affiliation by \$50.

Example: A member who affiliates on 13 May 1999 and has an EOS of 28 June 2000 would have exactly 1 year 1 month and 16 days of obligated service remaining. Disregarding the 16 days, compute the entitlement by multiplying 13 months times \$50 for a total bonus of \$650.

b. If 18 months or less remain on their initial MSO, the member will receive the total calculated bonus amount, less taxes, as a lump sum payment.

c. If more than 18 months remain on their initial MSO, the member will receive one-half of the total calculated bonus amount, less taxes, as an initial payment, and the remaining one-half of the total bonus amount, less taxes, on the sixth anniversary of the member's original enlistment. If the member has over 6-years of total service, the remaining one-half of the bonus will be paid on the seventh anniversary of the member's original enlistment.

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305. Anniversary Payments. COMNAVRESFORCOM (N112) will authorize anniversary payments without further documentation from the Naval Reserve Activity upon verification of the member's satisfactory Drilling Reserve participation.

306. Suspensions and Terminations. The Naval Reserve Activity will initiate suspension and termination letters when members request voluntary transfer to the IRR for a period of nonavailability, or if they fail to maintain satisfactory drilling participation to maintain bonus eligibility.

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Chapter 4

PRIOR SERVICE ENLISTMENT BONUS

401. Applicability. Applicable to members that enlist in the Drilling Reserve in ratings or specialties listed in the current Semiannual Incentive Bonus Eligibility Policy message, and that meet all other program eligibility requirements.

402. Eligibility. Member must:

a. Enlist in the Drilling Reserve for a period of 3 or 6 years in the permanent rating or specialty in which they successfully served while on active duty, and which is approved for bonus entitlement, and

b. have completed their initial MSO and have less than 14 years of Total Federal Military Service from their PEBD as of the date of their enlistment, and

c. have received an honorable discharge at the conclusion of their MSO, and

d. have not previously been paid a bonus for enlistment, reenlistment, or extension of an enlistment in a Reserve component.

403. Obligation

a. Execute a NAVRES Written Agreement 1-2. (See Exhibit 2)

b. Serve satisfactorily in the Drilling Reserve per reference (e), for the entire period of their 3-year or 6-year enlistment.

c. Serve in the Drilling Naval Reserve and the same rating or specialty for which Prior Service Enlistment bonus authorization was approved.

404. Entitlement

a. Prior Service Enlistment Bonus payments will be paid as follows:

(1) Members who enlist for 6 years will receive a total bonus of \$5,000, less tax. They will receive an initial payment of \$2,500, less tax and six anniversary payments of \$416.66, less tax.

(2) Members who enlist for 3 years will receive a total bonus of \$2,500, less tax. They will receive an initial payment of \$1,250, less tax and three anniversary payments of \$416.66, less tax.

(3) Members who are currently serving in a 3-year enlistment for which a Prior Service bonus was previously paid under this program, and who extend that enlistment or reenlist for an additional 3-years, prior to the expiration of their current enlistment, may be eligible to receive a second 3-year Prior Service Enlistment bonus. If eligible, they will receive a total second 3-year bonus of \$2,000, less tax. They will receive an initial payment of \$1,000, less tax and three anniversary payments of \$333.33, less tax. Note: Member's rating or specialty that was used to gain eligibility for the first 3-year Prior Service bonus must be listed on the current Semiannual Enlisted Incentive Eligibility Policy message in effect when qualifying for the second 3-year bonus.

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405. Anniversary Payments. COMNAVRESFORCOM (N112) will authorize anniversary payments without further documentation from the Naval Reserve Activity upon verification of the member's satisfactory Drilling Reserve participation.

406. Suspensions and Terminations. The Naval Reserve Activity will initiate suspension and termination letters when members request voluntary transfer to the IRR for a period of nonavailability, or if they fail to maintain satisfactory drilling participation to maintain bonus eligibility.

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Chapter 5

REENLISTMENT/EXTENSION BONUS

501. Applicability. Applicable to current Drilling Reserve members that reenlist or extend in ratings or specialties listed in the current Semi-Annual Incentive Bonus Eligibility Policy message.

502. Eligibility. Member must:

a. Reenlist or extend in the Drilling Reserve for a period of 3 or 6 years in a permanent rating or specialty that is approved for bonus entitlement.

(1) Members who have not completed their initial MSO may reenlist within 120-130 days of their EOS.

Note: Members currently eligible for and receiving an Affiliation Bonus, may not reenlist any earlier than 30 days before their EOS.

(2) Members who have completed their initial MSO may reenlist within 12 months of their EOS.

Note: Reenlistments that occur more than 12 months before EOS for the specific purpose of establishing eligibility for Montgomery GI Bill - Selected Reserve education benefits, MAY NOT be used to gain eligibility for any bonus program.

(3) Members who are extending their current enlistment to establish bonus eligibility may not execute those extensions more than 90 days before their EOS.

b. Have completed less than 14 years of total military service from their PEBD, as of the effective date of their reenlistment or extension, and

c. have not previously been paid a bonus for enlistment, reenlistment, or extension of an enlistment in a Reserve component, and

d. have been a member of the Drilling Reserve for a minimum of 3 calendar months immediately preceding the effective date of their reenlistment/extension, and have maintained satisfactory drilling participation per reference (e).

503. Obligation

a. Execute a NAVRES Written Agreement 1-3. (See Exhibit 3)

b. Serve satisfactorily in the Drilling Reserve per reference (e) for the entire period of the 3-year reenlistment/extension or 6-year reenlistment.

c. Serve in the Drilling Naval Reserve in the same rating or specialty for which Reenlistment/Extension bonus authorization was approved.

504. Entitlement

a. Reenlistment/Extension Bonus payments will be paid as follows:

(1) Members who reenlist for 6 years will receive a total bonus of \$5,000, less tax. They will receive an initial payment of \$2,500, less tax and six anniversary payments of \$416.66, less tax.

(2) Members who reenlist or extend for 3 years will receive a total bonus of \$2,500, less tax. They will receive an initial payment of \$1,250, less tax and three anniversary payments of \$416.66, less tax.

(3) Members who are currently serving in a 3-year reenlistment or extension for which a Reenlistment/Extension bonus was previously paid under this program, and who reenlist for an additional 3 years, before the expiration of their current reenlistment/extension, may be eligible to receive a second 3-year Reenlistment bonus. If eligible, they will receive a total second three-year bonus of \$2,000, less tax. They will receive an initial payment of \$1,000, less tax and three anniversary payments of \$333.33, less tax. Note: Members rating or specialty that was used to gain eligibility for their first 3-year Reenlistment/Extension bonus must still be listed on the current Semiannual Enlisted Incentive Eligibility Policy message in effect when qualifying for the second 3-year bonus.

505. Anniversary Payments. COMNAVRESFORCOM (N112) will authorize anniversary payments without further documentation from the Naval Reserve Activity upon verification of the member's satisfactory Drilling Reserve participation.

506. Suspensions and Terminations. The Naval Reserve Activity will initiate suspension and termination letters when members request voluntary transfer to the IRR for a period of nonavailability, or if they fail to maintain satisfactory drilling participation to maintain bonus eligibility.

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Appendix A

Exhibit 1

WRITTEN AGREEMENT FOR THE NAVAL RESERVE AFFILIATION BONUS (Chapter 5, Title 37, U.S. Code, Section 308e)			
AUTHORITY: Chapter 5, Title 37, U.S. Code, Section 308e.		PRIVACY ACT STATEMENT	
PRINCIPLE PURPOSE: To establish eligibility for the Reserve Component Incentive Bonus Program.			
ROUTINE USES: Information will be used as a resource document indicating participation status of each servicemember in the Reserve Component Incentive Benefits program. Determination of participation status or eligibility will involve computer matching between Department of the Navy and the Defense Finance and Accounting Service (DFAS) using information from this document.			
DISCLOSURE: Voluntary; however, failure to provide the Social Security Number may delay processing of this agreement and may result in the respondents eligibility not being established.			
1. SERVICE MEMBER (Print or Type)			
a. Name (LAST, First, Middle Initial)	b. Social Security Number:	c. Rate / NEC:	
2. ACKNOWLEDGEMENT			
In connection with my affiliation in the Naval Reserve under the Reserve Components Incentives Program, I hereby acknowledge that:			
1. I meet the eligibility criteria, as follows:			
a. I am affiliating with the Drilling Reserve for the remaining period of my initial Military Service Obligation (MSO) in a permanent rating or specialty that is approved for bonus entitlement by the Naval Reserve.			
b. I have satisfactorily completed my term of obligated Active Duty service, was separated under honorable conditions, and have a Reserve military obligation under Section 651 of 10 U.S.C.			
c. I have not previously received an affiliation bonus for service in the Drilling Reserve of any Selected Reserve component.			
d. I have not been a member of the Drilling Naval Reserve during any period of time in the 180 days before applying for this incentive bonus.			
3. OBLIGATIONS			
1. I shall incur the obligations of this enlistment, as follows:			
a. I am affiliating in the Drilling Naval Reserve for the remainder of my Military Service Obligation (MSO) of _____ year's _____ month's.			
b. I shall serve satisfactorily as prescribed by Naval Reserve regulations and this written agreement for the entire remaining period of my affiliation.			
c. I further obligate to serve in the same Military Department and in the same critical rating or specialty for which the bonus is approved, unless excused for the convenience of the Government.			
4. AUTHORIZED NON-AVAILABILITY			
If I am not able to continue to serve in the Drilling Reserve for a valid reason approved by the Commander, Naval Reserve Force, following a period of satisfactory Reserve participation, I may be authorized up to one year of non-availability. I understand that if approved, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments I must return to a Drilling Reserve status prior to the expiration of the approved non-availability and extend my commitment for the duration of the approved non-availability to serve the full qualifying period in the Drilling Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Drilling Reserve service (i.e., the date shall be adjusted for the period of non-availability). Failure to meet reinstatement criteria shall result in termination of the incentive and recompense, as appropriate. Only one period of release is permitted during the qualifying contractual agreement.			
5. ENTITLEMENTS			
1. I shall receive my affiliation bonus as follows:			
a. I will be paid a bonus amount equal to the sum of \$50 multiplied by the number of months remaining of my Military Service Obligation at the time of my affiliation.			
b. If I have 18 months or less remaining on my initial MSO, I will receive the entire calculated bonus amount, less taxes, upon verification of entitlement.			
c. If I have more than 18 months remaining on my initial MSO, I will receive one-half of the total calculated bonus amount, less taxes, as an initial payment, and the remaining one-half of the bonus amount, less taxes, on the date of the sixth anniversary of my original enlistment. If I have over 6 years of total service, the remaining one-half of the bonus amount will be paid on the date of the seventh anniversary of my original enlistment.			
6. STATEMENT OF UNDERSTANDING			
1. I shall be terminated from eligibility as follows:			
a. If I fail to participate satisfactorily in training with the Drilling Reserve per current directives that includes maintaining medical and dental readiness.			
b. If I voluntarily separate from the Drilling Reserve for any reason including Active Duty for Special Work, or Active Duty Training for more than 179 consecutive days.			
c. If I voluntarily change to a non bonus-eligible rating without the express direction of Commander, Naval Reserve Force.			
d. If I fail to extend the contracted term of service for a period of authorized non-availability.			
2. If I am terminated, an amount to be recouped or reimbursed shall be computed, as follows:			
The number of months I have served satisfactorily during the term for which my bonus has been paid shall be multiplied by the monthly rate authorized by the particular bonus. That amount shall be subtracted from the total amount of bonus paid to me to date. If the calculation indicates overpayment to me, I will refund that amount to the Government of the United States. If the calculation indicates that I have earned more than I have been paid, I shall receive a final payment in that amount.			
3. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the Ready Reserve.			
4. Recoupment of a bonus payment as calculated under subsection 2 above, shall be waived if termination was for any of the following reasons:			
a. I am accepting an immediate appointment as an officer in the Ready Reserve, and have completed more than 1 year of the incentive contract term.			
b. I am involuntarily separated from the Drilling Reserve as a result of unit inactivation, relocation, reorganization, or a directed reduction in the Drilling Reserve force.			
c. I am not recommended for retention in the Naval Reserve as determined by a medical review board, and that my medical condition was not caused by my own willful misconduct.			
5. I have read and understand each of the statements above, and understand that they are intended to constitute all promises or agreements whatsoever concerning my enlistment or extension of enlistment. No other promises, representations, or commitments have been made to me in connection with my affiliation bonus.			
7. SERVICE MEMBER			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Rank	c. Signature	d. Date
8. COMMANDING OFFICER OR DESIGNEE			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Grade	c. Signature	d. Date

NAVRES Incentive Agreement 1-1 OCT 02

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Appendix A

Exhibit 2

WRITTEN AGREEMENT FOR THE NAVAL RESERVE PRIOR SERVICE ENLISTMENT BONUS (Chapter 5, Title 37, U.S. Code, Section 308i)			
AUTHORITY: Chapter 5, Title 37, U.S. Code, Section 308i.		PRIVACY ACT STATEMENT	
PRINCIPLE PURPOSE: To establish eligibility for the Reserve Component Incentive Bonus Program.			
ROUTINE USES: Information will be used as a resource document indicating participation status of each servicemember in the Reserve Component incentive benefit program. Determination of participation status or eligibility will involve computer matching between Department of the Navy and the Defense Finance and Accounting Service (DFAS) using information from this document.			
DISCLOSURE: Voluntary; however, failure to provide the Social Security Number may delay processing of this agreement and may result in the respondents' eligibility not being established.			
1. SERVICE MEMBER (Print or Type)			
a. Name (LAST, First, Middle Initial)	b. Social Security Number:	c. Rate/NEC:	
2. ACKNOWLEDGEMENT			
In connection with my enlistment in the Naval Reserve under the Reserve Components Incentives Program, I hereby acknowledge that:			
1. I meet the eligibility criteria, as follows:			
a. I am enlisting in the Drilling Reserve for a period of 3 or 6 years in the permanent rating or specialty in which I successfully served while on active duty that is approved for bonus entitlement by the Naval Reserve.			
b. I have completed my initial military service obligation (MSO) and have less than 14 years of total military service from my Pay Entry Basic Date (PEBD) upon the date of this enlistment.			
c. I received an honorable discharge at the conclusion of my initial military service obligation (MSO).			
d. I have not previously been paid a bonus for enlistment, reenlistment, or extension of an enlistment in a Reserve Component.			
e. If I am entering into a 3-year bonus agreement, I understand that I may qualify for an additional bonus if I reenlist or extend my enlistment for a second 3-year term on or before the date upon which my initial 3-year enlistment would expire. I also understand that to be eligible, my rating or specialty must continue to qualify for bonus entitlement. I further understand that I can receive only one 6-year bonus or two 3-year bonuses.			
f. I have not been a member of the Drilling Naval Reserve during any period of time in the 180 days before applying for this incentive bonus.			
3. OBLIGATIONS			
1. I shall incur the obligations of this enlistment, as follows:			
a. I am enlisting in the for a period of 3 or 6 years in the Drilling Reserve.			
b. I shall serve satisfactorily as prescribed by Naval Reserve regulations and this written agreement for the entire period of my enlistment.			
c. I further obligate to serve in the same Military Department and in the same central rating or specialty for which the bonus is approved, unless excused for the convenience of the Government.			
4. AUTHORIZED NON-AVAILABILITY			
If I am not able to continue to serve in the Drilling Reserve for a valid reason approved by the Commander, Naval Reserve Force, following a period of satisfactory Reserve participation, I may be authorized up to one year of non-availability. I understand that if approved, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments I must return to a Drilling Reserve status prior to the expiration of the approved non-availability and extend my commitment for the duration of the approved non-availability to serve the full qualifying period in the Drilling Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Drilling Reserve service (i.e., the date shall be adjusted for the period of non-availability). Failure to meet reinstatement criteria shall result in termination of the incentive and recoupment, as appropriate. Only one period of release is permitted during the qualifying contractual agreement.			
5. ENLISTMENT			
1. I shall receive my enlistment bonus as follows:			
a. Six-year contract: Total bonus of \$5,000, less taxes. Initial payment of \$2,500, less taxes, and subsequent payments of \$416.66, less taxes on the first through sixth anniversaries following satisfactory completion of service for the preceding year.			
b. Three-year contract (first): Total bonus of \$2,500, less taxes. Initial payment of \$1,250, less taxes, and subsequent payments of \$416.66, less taxes on the first through third anniversaries following satisfactory completion of service for the preceding year.			
c. Three-year contract (second): Total bonus of \$2,000, less taxes. Initial payment of \$1,000, less taxes, and subsequent payments of \$333.33, less taxes on the first through third anniversaries following satisfactory completion of service for the preceding year.			
6. STATEMENT OF UNDERSTANDING			
1. I shall be terminated from eligibility as follows:			
a. If I fail to participate satisfactorily in training with the Drilling Reserve per current directives that includes maintaining medical and dental readiness.			
b. If I voluntarily separate from the Drilling Reserve for any reason including Active Duty for Special Work, or Active Duty Training for more 179 consecutive days.			
c. If I voluntarily change to a non bonus-eligible rating without the express direction of Commander, Naval Reserve Force.			
d. If I fail to extend the contracted term of service for a period of authorized non-availability.			
2. If I am terminated, an amount to be recouped or reimbursed shall be computed, as follows:			
a. The number of months I have served satisfactorily during the term for which my bonus has been paid shall be multiplied by the monthly rate authorized by the particular bonus. That amount shall be subtracted from the total amount of bonus paid to me to date. If the calculation indicates overpayment to me, I will refund that amount to the Government of the United States. If the calculation indicates that I have earned more than I have been paid, I shall receive a final payment in that amount.			
3. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the Ready Reserve.			
4. Recoupment of a bonus payment as calculated under subsection 2, above, shall be waived if termination was for any of the following reasons:			
a. I am accepting an immediate appointment as an officer in the Ready Reserve, and have completed more than 1 year of the incentive contract term.			
b. I am involuntarily separated from the Drilling Reserve as a result of unit inactivation, relocation, reorganization, or a directed reduction in the Drilling Reserve force.			
c. I am not recommended for retention in the Naval Reserve as determined by a medical review board, and that my medical condition was not caused by my own willful misconduct.			
5. I have read and understand each of the statements above and understand that they are intended to constitute all promises or agreements whatsoever concerning my enlistment or extension of enlistment. No other promises, representations, or commitments have been made to me in connection with my prior service enlistment bonus.			
7. SERVICE MEMBER			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Rank	c. Signature	d. Date
8. COMMANDING OFFICER OR DESIGNEE			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Grade	c. Signature	d. Date

NAVRES Incentive Agreement 1-2, OCT 02

14 JAN 2003

Appendix A

Exhibit 3

WRITTEN AGREEMENT FOR THE NAVAL RESERVE REENLISTMENT/EXTENSION BONUS (Chapter 5, Title 37, U.S. Code, Section 308b)			
AUTHORITY: Chapter 5, Title 37, U.S. Code, Section 308b.		PRIVACY ACT STATEMENT	
PRINCIPLE PURPOSE: To establish eligibility for the Reserve Component Incentive Bonus Program.			
ROUTINE USES: Information will be used as a resource document indicating participation status of each servicemember in the Reserve Component Incentive benefits program. Determination of participation status or eligibility will involve computer matching between Department of the Navy and the Defense Finance and Accounting Service (DFAS) using information from this document.			
DISCLOSURE: Voluntary; however, failure to provide the Social Security Number may delay processing of this agreement and may result in the respondents eligibility not being established.			
1. SERVICE MEMBER (Print or Type)			
a. Name (LAST, First, Middle Initial)	b. Social Security Number	c. Rate / NEC:	
2. ACKNOWLEDGEMENT			
In connection with my reenlistment/extension in the Naval Reserve under the Reserve Components Incentives Program, I hereby acknowledge that:			
1. I meet the eligibility criteria, as follows:			
a. I am reenlisting or voluntarily extending my enlistment in the Drilling Reserve for a period of 3 or 6 years in a permanent rating or specialty that is approved for bonus entitlement by the Naval Reserve.			
b. On the effective date of my reenlistment/extension, I have completed less than 14 years of total military service from my Pay Entry Base Date (PEBD).			
c. I have not previously received a Drilling Reserve reenlistment/extension bonus except as provided in paragraph d. below.			
d. If I am entering into a 3-year bonus agreement, I understand that I may qualify for an additional bonus if I reenlist or extend my enlistment for a second 3-year term on or before the date upon which my initial 3-year reenlistment/extension would expire. I also understand that to be eligible, my rating or specialty must continue to qualify for bonus entitlement. I further understand that I can receive only one 6-year bonus or two 3-year bonuses.			
e. I have been a member of the Drilling Naval Reserve for a minimum of the three months (90 days) immediately preceding the effective date of my reenlistment/extension, and have maintained satisfactory drill participation per current Naval Reserve directives for the previous 12 months.			
3. OBLIGATION			
1. I shall incur the obligations of this enlistment, as follows:			
a. I am reenlisting/extending for a period of 3 or 6 years in the Drilling Reserve.			
b. I shall serve satisfactorily as prescribed by Naval Reserve regulations and this written agreement for the entire period of my reenlistment/extension.			
c. I further obligate to serve in the same Military Department and in the same rating or specialty for which the bonus is approved, unless excused for the convenience of the Government.			
4. AUTHORIZED NON-AVAILABILITY			
If I am not able to continue to serve in the Drilling Reserve for a valid reason approved by the Commander, Naval Reserve Force, following a period of satisfactory Reserve participation, I may be authorized up to one year of non-availability. I understand that if approved, I shall be suspended from this incentive and not receive payments during the period of suspension. To regain eligibility for further payments I must return to a Drilling Reserve status prior to the expiration of the approved non-availability and extend my commitment for the duration of the approved non-availability to serve the full qualifying period in the Drilling Reserve. Entitlement to subsequent payments shall resume on the adjusted anniversary date of satisfactory, creditable Drilling Reserve service (i.e., the date shall be adjusted for the period of non-availability). Failure to meet reinstatement criteria shall result in termination of the incentive and recommitment, as appropriate. Only one period of release is permitted during the qualifying contractual agreement.			
5. ENTITLEMENTS			
1. I shall receive my reenlistment/extension bonus as follows:			
a. Six-year contract: Total bonus of \$5,000, less taxes. Initial payment of \$2,500, less taxes, and subsequent payments of \$416.66, less taxes on the first through sixth anniversaries following satisfactory completion of service for the preceding year.			
b. Three-year contract (first): Total bonus of \$2,500, less taxes. Initial payment of \$1,250, less taxes, and subsequent payments of \$416.66, less taxes on the first through third anniversaries, following satisfactory completion of service for the preceding year.			
c. Three-year contract (second): Total bonus of \$2,000, less taxes. Initial payment of \$1,000, less taxes, and subsequent payments of \$333.33, less taxes on the first through third anniversaries following satisfactory completion of service for the preceding year.			
6. STATEMENT OF UNDERSTANDING			
1. I shall be terminated from eligibility as follows:			
a. If I fail to participate satisfactorily in training with the Drilling Reserve per current directives that includes maintaining medical and dental readiness.			
b. If I voluntarily separate from the Drilling Reserve for any reason including Active Duty for Special Work, or Active Duty Training for more 179 consecutive days.			
c. If I voluntarily change to a non bonus-eligible rating without the express direction of Commander, Naval Reserve Force.			
d. If I fail to extend the contracted term of service for a period of authorized non-availability.			
2. If I am terminated, an amount to be recouped or reimbursed shall be computed, as follows:			
The number of months I have served satisfactorily during the term for which my bonus has been paid shall be multiplied by the monthly rate authorized by the particular bonus. That amount shall be subtracted from the total amount of bonus paid to me to date. If the calculation indicates overpayment to me, I will refund that amount to the Government of the United States. If the calculation indicates that I have earned more than I have been paid, I shall receive a final payment in that amount.			
3. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the Ready Reserve.			
4. Recoupment of a bonus payment as calculated under subsection 2, above, shall be waived if termination was for any of the following reasons:			
a. I am accepting an immediate appointment as an officer in the Ready Reserve, and have completed more than 1 year of the incentive contract term.			
b. I am involuntarily separated from the Drilling Reserve as a result of unit inactivation, relocation, reorganization, or a directed reduction in the Drilling Reserve force.			
c. I am not recommended for retention in the Naval Reserve as determined by a medical review board, and that my medical condition was not caused by my own willful misconduct.			
5. I have read and understand each of the statements above, and understand that they are intended to constitute all promises or agreements whatsoever concerning my reenlistment or extension of enlistment. No other promises, representations, or commitments have been made to me in connection with my reenlistment/extension bonus.			
7. SERVICE MEMBER			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Rank	c. Signature	d. Date
8. COMMANDING OFFICER OR DESIGNEE			
a. TYPED OR PRINTED NAME (LAST, First, Middle Initial)	b. Grade	c. Signature	d. Date

NAVRES Incentive Agreement 1-3, OCT 02